

Job Title: HUMAN RESOURCE MANAGER

Position Reports To: Executive Director

Supervision Exercised: TBD

General Statement of Duties:

To provide human resources direction and support to Community Healing Center's management and staff in areas including staffing, benefits, employee relations, organizational development, performance management, compensation administration and general human resources policies and procedures.

Tasks / Responsibilities:**Personnel**

- Screen resumes, conduct initial interviews, check references and make recommendations to supervisors of appropriate candidates.
- Post job openings as necessary within agency and to all other appropriate outside sources and advertise as necessary to ensure an adequate pool of candidates.
- Consult with supervisors on personnel management issues. Refer personnel management issues to the Executive Director, when necessary. Consult with legal counsel regarding personnel management issues when necessary.
- Responsible for the administration of credentialing and training systems to ensure compliance with professional standards for training and development. Report credentialing and training compliance to management. Primary contact for inquiries from third parties in regards to documentation of training and credentialing.
- Ensure completion of employee performance evaluations of all staff.
- Maintain employee personnel records and ensure completion of required paperwork and employee orientation.
- Ensure exit interviews are completed. Compile records of the responses.
- Provide current and former employee reference information, when appropriate.

- Maintain professional relationships with referral sources.

Benefits/Insurance Administration

- Provide insurance information to employees and serve as liaison between employees and insurance companies as needed.
- Coordinate COBRA compliance.
- Ensure completion of worker's compensation forms, liaison with benefits agency.
- Monitor and work with appropriate agencies on unemployment claims.
- Manage insurance bid process.
- Oversee employees' pension plan and tax-deferred annuity plan.
- Other tasks assigned by the Executive Director.
- Work to maintain positive employee relations.
- Plan and organize agency events and functions, when necessary.
- Coordinate and oversee that payroll is completed in an accurate and timely manner.

Required Qualifications / Competencies:

Education: Bachelor's degree or combination of related education and five years experience. PHR/SPHR preferred.

Required Job Knowledge and Skills:

Experience: Demonstrated experience in the Human Resources field and an ability to perform each essential duty satisfactorily including a working knowledge of Human Resource policies, trends and best practices.

Interpersonal Skills: Ability to work effectively in a team setting and with individuals of diverse backgrounds. Written and verbal communication skills. Knowledge and experience with computers.

Job Type: Full-time

Required experience:

- 3 + year: 1 year

Required education:

- Bachelor's

Please apply at www.communityhealingcenter.org